

DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
DIVISION OF ALCOHOL LAW ENFORCEMENT

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

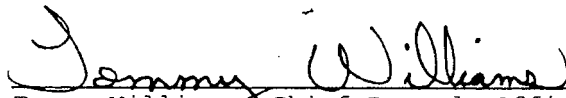
DIVISION OF ALCOHOL LAW ENFORCEMENT

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

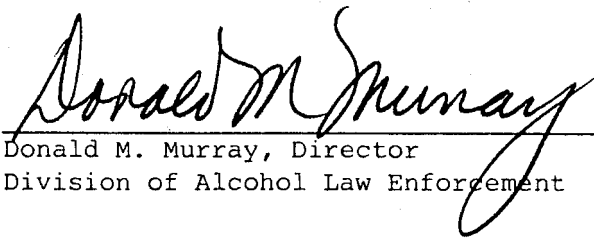
DIVISION OF ALCOHOL LAW ENFORCEMENT

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

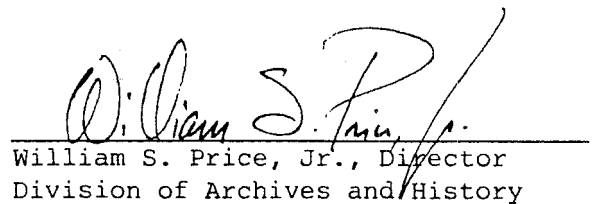
APPROVAL RECOMMENDED



Tommy Williams, Chief Records Officer  
Department of Crime Control and Public Safety

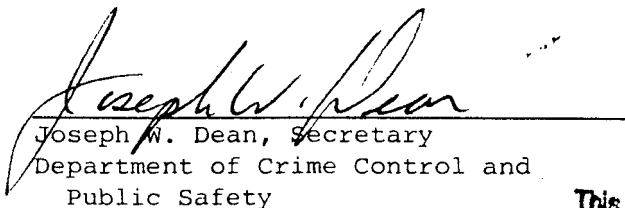


Donald M. Murray, Director  
Division of Alcohol Law Enforcement

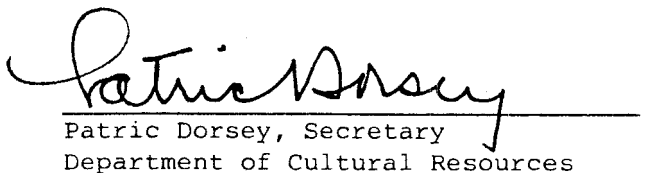


William S. Price, Jr., Director  
Division of Archives and History

APPROVED



Joseph W. Dean, Secretary  
Department of Crime Control and  
Public Safety



Patric Dorsey, Secretary  
Department of Cultural Resources

August 31, 1988

This schedule was modified to  
comply with the provisions of the  
General Schedule for State Agency Records,  
effective October 1, 2000  
Remaining items retain the  
original date shown below.

KWM

**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
DIVISION OF ALCOHOL LAW ENFORCEMENT  
DISTRICT AND FIELD OFFICES**

**ITEM 8083. WEAPONS FILE.**

8/31/1988 Amended: No

Records concerning the weapons used by agents of the division. File includes records documenting the issuance of the weapons and the sale of weapons to agents.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 8085. INTERNAL INSPECTIONS FILE.**

8/31/1988 Amended: No

Records concerning internal inspections conducted yearly for the district and field offices and the agents' equipment and vehicles.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 9775. OPERATING AND PROGRAM RECORDS FILE.**

8/31/1988 Amended: No

Investigation and arrest reports, completed forms concerning complaints against establishments, and working files concerning active and inactive ABC licensed outlets.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 9778. PROMOTIONAL PROCEDURES FILE.**

8/31/1988 Amended: No

Records concerning employees eligible for promotions. File includes test results, summaries on all of the agents, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 12344. DISTRICT FILE.**

8/31/1988 Amended: No

Records concerning activity in district offices. File includes weekly reports showing the number of arrests, citations, and violations written; instructional assistance information; and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.